

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES REGULAR MEETING MINUTES

TIME & PLACE: 6:30 p.m. Tuesday, December 21, 2004  
210 McMorran Boulevard, Port Huron, St. Clair County Main Library

PRESENT: BOARD MEMBERS: Arnold Larson, Lynn Moran, Kathy Nicholl, Helen Praet and Peter Vernier. DIRECTOR: James Warwick.

ABSENT: None

ALSO PRESENT: Administrative Services Secretary, Kimberley Radatz; Adult Services Coordinator, Allison Arnold; Assistant Branch Librarian, Anita Jackson; Assistant Library Director, Stanley Arnett II; Branch Coordinator, Peggy Guoin; Branch Librarian, Gary Kupper; Branch Librarian, Kaye Ray; Children Services Coordinator, Janet Rose; Librarian II, Barbara King; Library Assistant I, Kathleen Wheelihan; Technical Services Assistant; Jerilyn Brown, Times Herald, David Jesse; Pamela Cornette; and John Pettinato.

Pledge of the Allegiance

- I. CALL TO ORDER AND ATTENDANCE BY Chairperson Vernier at 6:32 p.m. All members present. Chairperson Vernier welcomed new Library Board member Kathy Nicholl.
- II. APPROVAL OF AGENDA: Moved by Member Larson and supported by Vice-Chairperson Moran to approve the Agenda. Motion unanimously carried.
- III. CITIZENS' COMMENTS:  
None
- IV. APPROVAL OF MINUTES: Moved by Member Praet and supported by Vice-Chairperson Moran to approve the November 16, 2004 Regular Meeting Minutes. Motion unanimously carried.
- V. FINANCIAL REPORT:
  - a) Approval and Ratification of Bills.  
Director Warwick explained the only invoice over \$10,000 is in the Millage budget, Gale Group (Online subscription) in the amount of \$25,730. Also noted the County charged an invoice for Library material to the Regular budget and should have been Millage, correction is being made. Moved by Member Larson and supported by Vice-Chairperson Moran to approve the Regular invoices for November 2004, totaling \$14,284.44 and Millage invoices for November 2004, totaling \$35,651.58. Motion unanimously carried.
  - b) Acceptance of Financial Report.  
Director Warwick explained the expenses are coming in as they anticipated and it looks like at year end the Library may have a slight surplus (still tracking every bill as it comes in). We also have to take into consideration the \$81,500 that the Library had to set aside for DTE Tribunal and does expect the Library will be in the black. The exact amount not known at this moment, but we're doing ok.  
Moved by Vice-Chairperson Moran and supported by Member Larson to accept the November 2004 Financial Reports as information only. Motion unanimously carried.
- VI. COMMUNICATIONS:
  - a) Library Director's Report.  
Director Warwick explained the printing on the new Library cards is defective and sending them back to the supplier except a few. Also noted the Michigan Workforce Grant was rejected for CMed. The State decided to continue funding the St. Clair County Community College Learning Lab. November 19<sup>th</sup> the Friends of the St. Clair

Branch sponsored a fundraiser held at The Voyageur and raised over \$4,000 for the Community Foundation. Approximate \$9,000 to \$10,000 has been raised for the Community Foundation. Newsletter did not go out, suspended publication until there is scheduled hours of what we are going to be doing. November Circulation was up 1% but down for the year. Reference usage, Children's program attendance, Gale Database searches and Inter Library Loans (we borrowed from other libraries) were up. Items we loaned out were over doubled and also the number of computer hours used was up. The Facility Use Report reflects the Library is still being used quite heavily. Explained the graphs (Revenue, Personnel expenses and Material) they received tonight and noted the only thing that is not included in these graphs is the amount that was set a side for DTE. Library board members received the current Michigan Public Library Trustee Manual provided by the Library of Michigan also included in their packet were the year-end changes (amended budget) that were submitted to Bob Kempf.

b) Department and/or Committees.

c) Thank you notices

HobbyFest 2004 – Jessica Stephens

MainStreet – Jamie, Kristi & Karen

National Night Out 2004 – Blue Water Citizens Against Crime

Port Huron Hospital Foundation – Nancy Klemmer

No approval required.

## VII. OLD BUSINESS:

a) 2005 Budget.

Director Warwick explained in terms of the budget they are still working on a number of plans to make the budget balance, the amount of money we need to cut out of the budget is \$282,000. This comes from \$212,000, which came from the final cut that we received from the County. Other item is \$30,000 (Single Business Tax) that we will not be receiving as the result of the Revenue sharing and \$40,000 was reduced from rental. We were hoping that we could put a little bit more money into the material budget in order to boost up some of the videos but don't know if this is going to be possible. We have a couple of plans that were working on, one is closing the Library for four weeks and the other plan is reduction of hours across all of our branches including Main it would be anywhere from 7 to 17 hours at different facilities. There's still some details that we need to work out and will need to talk with Terry Pettee on some things. It is stated in the contract under Article 21 "Working Hours" any change in a number of work hours in a day or week shall be reviewed jointly by the party so we would be discussing this with the Union and any final approval certainly would come to the Library Board for their approval. Director Warwick also noted over the course of four years the Library has lost \$917,000 in revenue from the County (appropriation). With the first \$705,000 we did everything we possibility could so that the public did not see the cuts. We cut out advertising, delayed the purchasing of computer equipment, reduced library material from over a million dollars to just over \$600,000, reduced programming cost but we have not reduced service hours. So we're at the point now where we can't do nothing more but reduce service hours, which will mean it will effect staff. We will be going over to the County and talking with them and implementing what we feel is the best and will get the boards approval for what we're doing. Member Larson asked if Director Warwick would have recommendations at the January board meeting? Yes. Member Praet asked if he takes input from the employees in what they would like? Director Warwick said plans would be presented to the staff, but its the board's final responsibility of what they think is best for the organization. The four weeks could be all at once or one week at a time. Director Warwick noted their discussing to keep Main's Monday and Tuesday hours (two busiest days) but would be cutting out on Wednesday and Thursday four hours each day, Friday close at 5:30 and Saturday would stay the same. Also noted he did not want to cut the computer classes for seniors, this is a service which is extremely popular same as the Summer Reading Program. It has been proven that children that participate in these programs retain their reading skills when they go back to school in the

fall. We owe that to our patrons to keep this type of service available. There will be staff meetings after meeting with the Union. Chairperson Vernier noted it would be better to stretch the change throughout the whole year. Director Warwick also noted that Wednesday branch hours would be staggered. Member Praet volunteered to attend the staff meetings.

- b) Michigan's Works Training Letter.  
Received notice from Bonnie Campbell, the Michigan's Works decided to continue funding the St. Clair County Community College Computer Learning Lab. Dead issue.
- c) Detroit Edison Company Tax Assessment Appeal Letter.  
Has not been settled, no additional news.
- d) Long-Range Planning for 2005 discussion.  
Director Warwick is seeking other sources also hoping to have another bid by next month. Why we should continue with a Long-Range Plan. 1) Long-Range Plan having expired in 2004, 2) Looking at where we are now and where do we want to go in the future, 3) We have at least three new board members and this would be a good learning process for them. Vice-Chairperson Moran asked if we should shorten the length of the Long-Range Plan? Chairperson Vernier noted a Long-Range Plan is something that we keep up, this is a plan and a plan is wishful thinking and reality things changed, and we always want to be able to plan far enough ahead so if things work well for you, you can anticipate and work toward those goals. Vice-Chairperson Moran noted we had money to work with then and now we don't, so everything we would change to move forward would cost money.
- e) Discussion – District Status.  
Director Warwick noted he has not received the letter from the County Commissioners regarding District status. Has also spoke with Terry Pettee regarding Human Relations issues/financial concerns and will be sending someone over to discuss further. Working on expenses and what we need to do for District Status also reviewing past in house documentation. Would also like to see more municipalities involved then last time. Also explained at one point the board will need to approve legal expenses to proceed ahead with District status. Member Larson noted he felt two board members and staff should be on the District Planning Committee because this is a major decision and many things need to be discussed. Director Warwick offered legal representative from the Library of Michigan to discuss District status or could invite a Librarian from Lapeer District Library to discuss District status further with the board. Board agreed to leave it up to Director Warwick to choose a speaker to discuss the process and he will also discuss with the speaker regarding expenses.

#### VIII. NEW BUSINESS:

- a) Board Member Reports.  
Member Praet – Spoke with Branch Librarian Vickie Hurley, their cookie sale went very well, raised \$240.00. Mitten tree was very successful donations have been taken to Safe Horizons and their looking forward to their January computer classes. Friends of the St. Clair Branch are sponsoring the Versetian glass making in the 20<sup>th</sup> Century, the show “Murano: Glass from the Olnick Spanu Collection” on January 6<sup>th</sup> at 7:00 p.m. (part of a series of the Detroit Institute of Arts Speaker Bureau). New programs - Creative Clay for Kids ages five to fifteen every Thursday 6:00 to 6:45 p.m. for eight weeks and Stitch Nitch each Saturday from 10:00 to 11:30 a.m. Branch Librarian Perukel at G. Lynn Campbell said their mitten tree was very successful; the donations were being donated to the elementary school.  
Member Nicholl – There has been a lot of discussion in the communities about District. Questions are being asked such as exactly what it will mean to their library and for the programs within the library, concerned! Director Warwick explained he has started preparing informational sheets explaining District.  
Member Larson – Noted he hopes maybe after the first meeting in January they meet with Friends groups to discuss District further by setting down and letting them know where we are going. There needs to be some face-to-face dialogues to reduce anxiety.

Director Warwick noted he has been asked by the Friends of Marine City to meet with them on January 10<sup>th</sup> to discuss District. Board agreed that they need to have the presentation on District so they have a general understanding where their at regarding District and then at that point can make a decision on where to go then its time to expel the information. Director Warwick also noted Marine City just had their first fundraiser. Vice-Chairperson Moran – Gals were extremely tired, Memphis Branch Librarian, Linda Aguinage has expressed concern on what has been going on with the budget cuts. Other then that it has been status quo. Their circulation is up and also noted they do a beautiful job on their windows at Memphis and their crafts are doing well. Complimented Assistant Branch Librarian Judy Weaver on her craft programs, she does an excellent job. Branch Librarian Patsy Beischer at Capac had 800 people visit Santa between 10:00 and 1:30 p.m., pictures were taken for all and hot chocolate, candy canes, tootsie rolls, donuts, plates, and hot dogs were donated. They're also preparing to have their carpet cleaned.

Chairperson Vernier – In the last month he has been working some what closer with the Director. Chairperson Vernier explained as a Library Board we have a lot of decisions to make within the next year not only budget decisions but also districting decisions and the whole process. It looks like an exciting process that's gong to be happening very soon and hopefully all of the turmoil will work itself into reflecting of a better Library System. Also stated when you visit a local library and you see things that are happening. The people that are using it are using the library for different reasons but they know its there and they expect its going to be there for the future and its up to the board to make sure that the Library, even through the budget cuts they will still be operating for them. It's important because we have to remember that's why we're here is for the people of the County of St. Clair, and if it's advantageous for the people to have a District Library it's going to be well worth the work to make it happen.

NEXT REGULAR MEETING DATE. Tuesday, January 18, 2005 at 6:30 p.m., located in the Gilbert Wilcox Meeting Room at the Main Library, 210 McMorran Boulevard, Port Huron.

IX. ADJOURNMENT: Moved by Member Larson to adjourn meeting. Motion unanimously carried. Adjourned at 7:48 p.m.

Respectfully Submitted:

---

Peter J. Vernier, Chairperson

---

James F. Warwick, Director/Secretary